

*The Office of Human Resources is pleased to collaborate with
campus departments and organizations to present*

Training Tuesdays

February 2015

February 3

KNOW YOUR NUMBERS

12:30 p.m. – 1:30 p.m.

Centennial Hall, Room 115

Sponsored by Health & Wellness Committee

You may have heard high blood pressure, high cholesterol and tobacco use are bad for your heart, but do you know why?

Come to the Know Your Numbers presentation to learn:

- What are the major risk factors for heart disease and why.
- What lifestyle habits can affect those numbers?

What you learn might surprise you!

PRESENTER: **Holly Glaubitz**, Staywell

February 9 (note this is a Monday)

SAFETY AND SECURITY BEGINS AT THE FRONT DESK

1:00 p.m. – 2:00 p.m.

Miller Center – 122 Auditorium

Sponsored by Human Resources and Counseling and Psychological Services

In this course, gain the skills you need to keep the front-desk area safe and secure – and to protect your organization and its employees.

What you'll learn:

- Assess the warning signs of trouble that will put you in red-alert mode
- Design an emergency action plan that everyone will follow
- Implement emergency response strategies to get help fast
- Identify and eliminate security gaps in your front desk area
- Evaluate your visitor access procedures to be sure your gate-keeping techniques are on target

PRESENTERS: **This is a webinar provided by CareerTrack**

February 17

MEDIASPACE – SCSU'S CAMPUS "YOUTUBE"

12:30 p.m. – 1:30 p.m.

Centennial Hall, Room 115

Sponsored by Academic Technologies Team

MediaSpace (Kaltura) is a free, cloud-based video repository solution for campus that allows faculty and staff to upload and distribute video and audio content for academic or administrative purposes. Facilitators will discuss potential uses of MediaSpace for campus, demonstrate how to create Webcam and screen recordings, upload audio/video, and embed or link to MediaSpace content from D2L or a web site.

PRESENTERS: **Greg Jorgensen and Sara Grachek**, are members of the Academic Technologies Team, a collaboration between Information Technology Services, Center for Continuing Studies Online, Center for Excellence in Teaching and Learning, and Learning Resources Services that supports, encourages and collaborates with faculty and staff regarding their academic technology needs.

February 24

ORGANIZATIONAL TOOLS FOR EMAIL AND TASKS

12:30 p.m. – 1:30 p.m.

Centennial Hall, Room 115

Sponsored by Information Technology Services

Feeling overwhelmed by the sheer size of your mail box? Not sure how to clean up without losing important emails? We have a step by step guide to cleaning up your mailbox using tools already available to you.

PRESENTERS: **Gordon Schrubbe**, Information Technology Specialist

Pre-registration is not necessary and there is no fee to attend.